

Basic Purchase Order Information Requirements

FIELD	DATA DESCRIPTION
Order Type	One per PO document (Commercial PO, Non-commercial PO, TO/DO-Other Contract, TO/DO-Under NASA K, Contract, Space Act Agreement, Grant, Cooperative Agreement, NDPR, SBIR/STTR, MidRange, A-E Order)
Purchasing Document Number	The number for the purchasing document based on the Uniform Acquisition Instrument numbering scheme as explained in NFS Subpart 1804.71.
Vendor	The Unique Vendor Number as registered in the Competency Center.

HEADER			
TAB	HEADER FIELD	DATA DESCRIPTION	
Org Data	Purchase Organization	DFRC entered for each line item. Enter NASA for consolidated contract initiative (CCI) actions and grants & cooperative agreements for Glenn.	
	Purchasing Group	The Buyer Code represents the buyer (CO) who will handle this Procurement.	
	Company Code	NASA entered or set up to default	
Delivery/Invoice	Payment Terms	Represents the prompt payment terms associated with the PO composed of cash discount percentages and payment terms. Most terms are “Net 30” meaning net amount due in 30 days.	
	Incoterms	Defines the shipping terms for this PO and when ownership of merchandise is transferred. The Free On Board (FOB) cite that the seller agrees to deliver merchandise on board the conveyance without charge to the buyer and can be either destination or shipping point.	
Additional Data	Validity Start	Effective date of the award/Start date of the period of performance	
	Validity End	Ending date of the period of performance or the delivery date.	
Communications Data	Your Reference	Applies to orders against GSA, other Government-wide, or non-outline agreement NASA contracts.	
	Our Reference	Defense Priorities and Allocations System (DPAS) Rating.	
NASA Data	NASA Information	Procurement Placement Code (PPC)	
		Contract Type	
		Mod Number	
		Fund Thur Date	
		533 Indicator Checkbox. For any contract that requires a 533, each item category needs to be “D” (services).	
		Estimated & obligated cost, fee information applicable to cost-type contracts only	
		Potential K Value	Fields are automatically calculated from Line Item Detail-NASA Data Tab. Total of all PLI values
		Current K Value	
		Total Oblig Amount	Field is automatically calculated from the Line Item Overview-net price for Supplies or the Line Item Detail-Services or Limits Tab for services.
Texts	Header Note	Name of COTR & phone number	

ITEM OVERVIEW	
PLI FIELD	DATA DESCRIPTION
Account Assignment	One per line item (K=Cost Center, P=Project, Y=Reimbursable, N=Network)
Item Category	One per line item (Z=Supplies or D=Services) For Supplies, enter Net Price for each line item.
Material Group	One per line item (Federal Supply Classification or Product Service Code selected from a drop down list)
Short Text	Brief Item Description (44 characters max)

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Quantity	Quantity to be ordered for each line item.
Unit of Measure	One per line item. Unit of Measure Selected from a drop down list or the abbreviation may be entered manually
Net Price	<ul style="list-style-type: none"> For Item Category Z (Supplies) Items, enter Net Price for each line item. Amount should equal the funded amount for each line item. For Item Category D (Services) Items, the Net Price field will be gray and not available for data entry. This information can be changed in the Item Details Area on the Limits tab. To change information on the “Limits” tab, go to Limits at the item detail level. Adjust the Expected Value. The “Net Price” at the item overview level is automatically updated. To change information populated on the “Services tab”, go to Services at the item detail level and update the “Qty” field for one or more line items to reach the desired obligation for applicable service sub-line. As the “Qty” field(s) is adjusted the “Net Price” for that procurement line item is recalculated at the item overview level.
Delivery Date	Date on which the goods are to be delivered or the service is to be performed.
Agreement	Reference Outline Agreement document (IDIQ/BOA/BPA) and the Item Number. Note: If “TO/DO – under NASA K” is the selected document type, the buyer must ensure that the requisition to be referenced in the order includes the applicable IDIQ/BOA/BPA and Item numbers in the Agreement and Item fields before continuing with the following actions. If the PR does not reference the agreement and item number, the Requisitioner or Procurement Team Lead must be contacted to change the requisition to include this information.
Requisitioner	Requester’s two letter org. code entered for each line item
Plant	DFRC entered for each line item
Storage Location	DFRC entered for each line item

ITEM DETAILS

TAB	ALI FIELD	DATA DESCRIPTION
Delivery	Goods Receipt	Goods receipt checked unless using a ZHHS vendor. (Appl to Grant & Coop Agreements)
NASA Data	Total Value	This amount is the total negotiated value of the line item. Note: For each successive incremental funding line (modifications), the value “0” will be entered.
	Created on Date	Date the Obligation document is created
	Option Unexercised	Check if the option is unexercised.
Limits Used for service items with single account assignment	Expected Value	Total funded amount of the service type line item. The Overall Limit and the Expected Value must be equal and represent the obligated amount. This field does not apply to supply type purchases.
	Overall Limit	Total funded value of the service type line item. The Overall Limit and the Expected Value must be equal and represent the obligated amount. This field does not apply to supply type purchases.
Account Assignment All Financial Classification Structure (FCS) elements in a line item being posted for a business transaction (e.g., SGL/customer account, amount, posting key, fund, funds center, Project WBS element, Cost Center & internal orders)	Quantity	Portion of the purchase order quantity that you want to assign to this ALI. For services, distribution of costs is always done by percentage.
	Cost Center	Lowest level in the Standard Hierarchy used to capture information by performing organization, or carrier account/cost pool.
	Order	An internal cost collector in SAP used to capture cost by function code.
	WBS Element	24-UPN-SYS-SS <i>Project Account Assignments Only</i> Project structure built in a multi-hierarchy outline and adheres to the AWCS reporting structure and/or lower. Its elements describe specific tasks or actions to be carried out in the project. WBS's are tied to funds centers through SAP derivation rules. For example, for NASA: Direct 23-376-70 or Reimbursable 62R-251-10-10-0001-01.
	Fund	Comprise funds provided by sponsors for a specified purpose. A combination of appropriation, fund source, program year and type of funds (e.g., HSF542002R). The Fund Master record is a ten-digit character and contains the abbreviation for appropriation (digits 1-3), Fund source (digits 4-5), program year (digit 6-9), and Fund type (digit 10).
	Recipient	The <u>person</u> for whom the material or the service is destined. In most cases, the recipient will be the acceptor of the material or services delivered.
	Unloading Point	For DFRC, the unloading point will be the “Delivery Point” for delivery by the warehouse. In most cases, this will be the location of the “Recipient”.